

DEPARTMENT OF
PARKS AND RECREATION
City and County of Honolulu

**RECREATION CLASS INSTRUCTOR'S
HANDBOOK (DF-71)**

Park Maintenance
and
Recreation Services Division

November 2005

STANDARD OPERATING PROCEDURES AND POLICIES
FOR RECREATION CLASSES (DF-71)

TABLE OF CONTENTS

I.	GENERAL INFORMATION	2
II.	APPLYING TO TEACH CLASSES	2
III.	INSTRUCTOR'S PAY	2
IV.	REGISTRATION AND CLASS SCHEDULES	3
V.	CLASS ROSTERS	4
VI.	REFUNDS	4
VII.	TRANSFERS (STUDENT)	4
VIII.	DUTIES AND RESPONSIBILITIES	5
IX.	MAKE-UP CLASSES	5
X.	INSTRUCTOR EVALUATION	6
XI.	PARENT PARTICIPATION CLASSES	6
XII.	SECURITY/EMERGENCIES	7
XIII.	OTHER GUIDELINESPURPOSE	7

I. GENERAL INFORMATION

- A. The Department of Parks and Recreation Contracts individuals who are not on the City and County of Honolulu payroll to teach adult classes on a fee-for-service basis. These individuals are called Recreation Class Instructors.
- B. Instructors are self-employed, independent contractors. You are required by law to have a gross income tax license and are responsible for filing your own tax returns. No Federal or State taxes are deducted from payments. No sick leave or vacation leave is earned; and you are not covered by Workmen's Compensation.
- C. Classes are normally held during three program periods: SPRING (January-April), SUMMER (June-August), and FALL (September-December)
- D. Fulltime or part-time Department employees are not eligible for contractual employment by the Department. (Policy on Awarding DF-71 Contracts to Dept. Employees, Subj. 307)
- E. A Personal Services of Independent Contract (Form DF-71) must be signed and submitted to the program director in order to teach in current calendar year.

II. APPLYING TO TEACH CLASSES

- A. You must have a comprehensive knowledge of and the ability to instruct students in a particular subject. Instructors of primarily physical activities such as exercise or dance should have current CPR and Basic First Aid certification. Possession of a license/degree or two years of teaching experience in the specialty is desirable. Submit a resume including references.
- B. The recreation program director at each site is responsible for program development at the park, and determines the types, frequency, and schedules of recreation classes. Therefore, contact the recreation program director at a park for application and interview information. The Department is not obligated to schedule more than one class per year or to automatically renew the instructor's contract.

III. INSTRUCTOR'S PAY

- A. The rate of pay for instructors shall be \$2.00 per hour (minimum one hour class) multiplied by the number of students in the class multiplied by the number of sessions. A class may be longer than one hour but must be in half hour

increments. The maximum compensation for a class shall not exceed 16 students. The maximum compensation per instructor per year shall not exceed \$24,999.00.

One-hour Class

\$2.00 x Number of sessions x Number of students (Maximum compensation shall not exceed sixteen (16) students).

1 hour x \$2.00 (hourly rate) x 10 sessions x 7 students (paid) = \$0 (District Manager's approval required for class less than 8 students)

1 hour x \$2.00 (hourly rate) x 10 sessions x 8 students (paid) = \$160 payment

1 hour x \$2.00 (hourly rate) x 10 sessions x 16 students (paid) = \$320 payment

1 hour x \$2.00 (hourly rate) x 10 sessions x 32 students (Maximum compensation 16 students) = \$320 payment

1.5 hours x \$2.00 (hourly rate) x 10 sessions x 16 students (paid) = \$480 payment

1.5 hours x \$2.00 (hourly rate) x 10 sessions x 32 students (Maximum compensation 16 students) = \$480 payment

2 hours x \$2.00 (hourly rate) x 10 sessions x 16 students (paid) = \$640 payment

- B. Payment is made after the completion of the class. It is your responsibility to submit an invoice. An Instructor's Invoice form is provided by the Department since it is mutually advantageous to have the information complete and accurate. Submit one original and three copies to the recreation program director for verification. Payment vouchers are mailed to the instructor, usually two to four weeks after submittal of invoice. See Attachment. If there are any discrepancies or questions regarding your payment, contact your program director immediately.
- C. If there are any changes in personal data such as address, name, or telephone number, the program director should be notified as soon as possible. The program director will notify the Fiscal Section 50 that vouchers are issued correctly.
- D. Refunds may affect payments to instructors. See sections on Refunds and Make-up Classes.

IV. REGISTRATION AND CLASS SCHEDULES

- A. The types, kinds and size of classes are determined by the program director. Limitations on class size will be based on safety, size of facility, effective instruction, etc.
- B. There must be a minimum of eight (8) paid participants registered for class before it can be held. Exceptions may be made by the District Manager for new classes and special circumstances.

- C. Instructors may be asked to assist during formally publicized registration days/times as requested. This is especially important at program areas with heavy enrollment and where students need assistance to determine the level of a class in which he/she should appropriately enroll (Beginner, Advanced, etc.).
- D. All students must be registered with the Department. No direct payment of fees may be collected by the instructor.
- E. Any changes in the class schedule or class site must be approved by the program director. If you plan to hold a class at a location other than the regularly assigned classroom, e.g., field trip, the program director should be notified in advance.
- F. Class(es) are to be held as scheduled. In the event you cannot teach a session due to emergency or illness, you must notify the program director and students as early as possible. A make-up session will be scheduled at a date/time approved by the program director.
- G. Classes are not held on holidays (state and county) unless special arrangements have been made. Specific holiday dates are listed on the program flyer and students should be reminded at the first class session.

V. CLASS ROSTERS

Class rosters will be provided by the program director by the first meeting of the class. If there are any discrepancies, notify the program director as soon as possible. Updated rosters will be provided on request.

VI. REFUNDS

- A. Refunds may be given to students if the request is made prior to the first class meeting. No refund will be made after the first meeting of the class.
- B. Refunds may also be made if a class is cancelled or cannot be completed by the instructor/Department. Refunds will be made on a prorata basis of completed class sessions. In such cases, you will be paid for sessions completed.

VII. TRANSFERS (STUDENT)

- A. Transfer of a student from one class to another may be approved by the program director if both classes have not yet

started. Once classes have started, transfers of students may be allowed provided there is space remaining in the desired class, the class is taught by the same instructor, and the class fees are the same.

- B. Transfers are not allowed between classes taught by different instructors once either class has begun. The student should understand that he/she must register as a new student in the desired class. This means that there will be no refund for the class dropped.

VIII. DUTIES AND RESPONSIBILITIES

- A. Instructors are agents of the Department of Parks and Recreation. Personal appearance and behavior should be above reproach at all times.
- B. Lesson plans and other reports may be required by the Department or program director.
- C. The instructor is responsible for inspecting the facilities prior to class use to make sure that the activity can be conducted in a safe manner. If any unsafe condition exists, and it cannot be corrected immediately, it should be reported as soon as possible. It may be necessary to move to another classroom, or in rare cases, the class may be rescheduled.
- D. In case of accident or injury, the instructor must take appropriate action and notify personnel on duty or the program director. An Accident/Injury Report Form must be submitted within 24 hours of the incident.
- E. Special equipment, tables, chairs, mats, etc. are to be setup, taken down, and returned to their original places. The site of the class and any waiting area is to be left in a clean, orderly condition. Please turn off the lights/air conditioner and secure the room before leaving.
- F. Facility rules such as "No Smoking" in classrooms should be observed.

IX. MAKE-UP CLASSES

- A. Students should not expect make-up classes if, through no fault of the instructor or Department, they were unable to attend scheduled classes.
- B. Make-up classes may be authorized and scheduled by the program director for classes not conducted due to instructor illness, facility scheduling conflicts, or other unforeseen reasons. The

date, time and location of make-up classes are subject to approval by the program director.

- C. Make-up classes will not be conducted by inviting students to join in another regularly scheduled class. The quality of the activity suffers when normal class size is increased to the extent that the facility becomes crowded and uncomfortable. This practice infringes on the rights of the participants in the regular scheduled class.
- D. If you cannot schedule make-up classes within two weeks after the completion of the program, refunds may be processed and your payment will be adjusted accordingly.

X. INSTRUCTOR EVALUATION

From time to time, classes will be monitored and evaluated. Evaluation forms provided by the department should be passed out to students by the last session of the class. The program director and instructor should review the completed evaluations together.

XI. PARENT PARTICIPATION CLASSES

- A. Parent Participation classes may be offered as part of the Adult Class Program. These are classes offered to enable parents and other adults (legal guardians, Big Brothers, etc.) to enjoy specialized activities with their children.
- B. If you agree to teach a Parent Participation class, it is with the understanding that fees for children are waived. You will be paid according to the fee schedule, counting only adult registrants for payment purposes.
- C. Mandatory attendance is not a condition of registration for adults, however, parents should understand that such activities are genuinely in the interest of adult and child participants.
- D. At no time should any parent/adult be discouraged from attending or participating. Such action will be considered an abuse of the Adult Class policy. At no time should the activity be advertised as a children's activity.
- E. No child will be registered for the class without an accompanying adult registrant. A parent/legal guardian may register himself/herself along with any number of his/her children. Adults unrelated to the child may register and be accompanied by one child.

XII. SECURITY/EMERGENCIES

- A. If there is a facility attendant or other park personnel on site, notify him/her immediately when there is an emergency. When necessary, call 911 for appropriate assistance.
- B. In the event of hurricanes, power outages, etc. when parks are closed, make-up classes will be scheduled. Contact your program director after the emergency to make arrangements. If make-up classes cannot be scheduled, it may be necessary to refund students for the class cancelled.

XIII. OTHER GUIDELINES

- A. Child care arrangements for parents taking classes are not to be made by instructors as this exposes the City as well as you to risk of liability. You should insure that children are not brought into classes where their presence disturbs students or interrupts the class.
- B. You may not sell and/or advertise any product or service for personal profit while conducting any activity for the Department of Parks and Recreation or in any City and County park.
- C. Due to limited storage, space may not be available for your equipment or supplies.
- D. You should ask the program director regarding how classes are publicized by the Department. If you wish to plan additional advertising/publicity, the program director should be consulted to secure his/her approval.

Submit original and 3 copies.

INVOICE - Class Instructors

FROM: _____
 Name

Address

City Zip

SS No./Fed. ID No.

Telephone No.

TO: Dept. of Parks and Recreation
 City & County of Honolulu
 Kapolei Hale
 1000 Uluohia Street, Suite 309
 Kapolei, Hawaii 96707

District: _____ Date Received: _____

Name of Playground: _____

For Services Rendered:

Class Title	No. of Sessions	Class Start & End Dates	No. of Students	Fees Charged Per Student	Amount Due
Total:					

 Instructor's Signature

Recommend Approval: _____
 Recreation Program Director